

## CITY CLERK

### Mission:

To serve as historians for the City of Durham by accurately documenting and maintaining its official records as well as making those records accessible for citizens.

### PROGRAM DESCRIPTION

#### City Clerk's Office

**\$517,989**

**7 FTEs**

The department records all official actions of the Durham City Council, advertises and processes vacancies for Council appointed boards, committees and commissions, provides proper notice for all meetings regulated by the North Carolina open meetings law, archives permanent records, executes contracts and other documents, issues cemetery deeds and going-out-of-business licenses, coordinates codification of the Durham City Code, administers oaths of office, accepts public record requests, accepts claims against the City, and certifies documents for admissibility in court cases. The department also provides administrative support to the Mayor and the Members of the City Council.

### RESOURCE ALLOCATION

	Actual FY 2003-04	Adopted FY 2004-05	Estimated FY 2004-05	Adopted FY 2005-06	Change
Appropriations					
Personal Services	\$ 391,493	\$ 399,224	\$ 421,979	\$ 423,259	6.0%
Operating	79,276	97,771	62,911	94,730	-3.1%
Capital	-	-	-	-	-
Total Appropriations	\$ 470,769	\$ 496,995	\$ 484,890	\$ 517,989	4.2%
Full Time Equivalents	7	7	7	7	0
Part Time	-	-	-	-	-
Revenues					
Discretionary	\$ 470,384	\$ 496,495	\$ 484,490	\$ 517,589	4.2%
Program	385	500	400	400	-20.0%
Total Revenues	\$ 470,769	\$ 496,995	\$ 484,890	\$ 517,989	4.2%

### UNFUNDED OR UNDERFUNDED ITEMS

- There are no unfunded items in the department's FY 2005-06 budget.

### COMPLETED INITIATIVES FOR FY 2004-05

- Worked with Technology Solutions Department to implement program for imaging and retrieving contracts through OnBase system.
- Implemented new software for boards, committees and commissions.
- Imaged Time Payment Petitions.
- Received draft of republished City Code.
- Provided overview of City Clerk's Office to participants of Durham City College and Leadership Durham Program.
- Distributed City Council Minutes within 14 days after the meeting.
- Microfilmed City Council Minutes through December 2004.
- Updated and maintained weekly calendar on the web site.
- Submitted boards, committees & commission appointments to N.C. Secretary of State by December 2004.
- Continued to maintain all records and documents on an up-to-date basis and provided information as requests were received.

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**DEPARTMENT INITIATIVES FOR FY 2005-06**

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- Develop process to assist departments with records retention and destruction in accordance with adopted Records Retention Manual.
- To be in compliance with Title 2 - ADA Communication Section, TTY machine will be installed.
- Conduct internal Customer Service Survey.
- Image Assessments.
- Continue to image contracts for departments to have access.
- Continue to distribute City Council Minutes within 14 days after the meeting.
- Continue to work with Technology Solutions Department on ways to enhance customer service.

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**GOALS, OBJECTIVES & STRATEGIES FOR FY 2005-06**

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**GOAL:** *To facilitate effective communication between the Durham City Council and city departments.*

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**OBJECTIVE:** To distribute adopted documents to city departments within four days of City Council approval.

**STRATEGY:** Monthly monitoring of performance.

<b>MEASURE:</b>	<b>Actual FY 2004</b>	<b>Adopted FY 2005</b>	<b>Estimated FY 2005</b>	<b>Adopted FY 2006</b>
% of adopted documents made available to departments within 4 days of Council approval	100%	100%	100%	100%

**GOAL:** *To ensure that the citizenry is aware of all public meetings.*

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**OBJECTIVE:** To advertise all public meetings in accordance with the North Carolina Open Meetings Law, 48 hours in advance of the event.

**STRATEGY:** Work with other departments to ensure public notification of all relevant city meetings within the timeframe dictated by law.

<b>MEASURE:</b>	<b>Actual FY 2004</b>	<b>Adopted FY 2005</b>	<b>Estimated FY 2005</b>	<b>Adopted FY 2006</b>
% of public meetings advertised at least 48 hours in advance	99%	99.7%	99.7%	99.7%

**GOAL:** *To support the written discourse and professional correspondence of Members of City Council.*

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**OBJECTIVE:** To provide administrative support to the Mayor and Members of the City Council by preparing proclamations and letters as requested.

**STRATEGY:** Draft correspondence for the Mayor and Members of the City Council.

<b>MEASURE:</b>	<b>Actual FY 2004</b>	<b>Adopted FY 2005</b>	<b>Estimated FY 2005</b>	<b>Adopted FY 2006</b>
# of proclamations and/or letters prepared	220	250	250	250